

REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECT

**SMITH COUNTY 911 EMERGENCY
COMMUNICATIONS DISTRICT**

ADMINISTRATION BUILDING

A PROJECT OF

***THE SMITH COUNTY 911 EMERGENCY
COMMUNICATIONS DISTRICT***

Submission Deadline

***Friday, November 16, 2018
@ 5:00 PM Central Time Zone***

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REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECT

Smith County 911 Emergency Communications District Building Project

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 **GENERAL INFORMATION:** Smith County 911 Emergency Communications District (“Owner”) is soliciting statements of qualifications (“Qualifications”) for selection of an Architectural firm for renovation and construction of the Administration Building (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications.

1.1.1 This Request for Qualifications (“RFQ”) provides the information necessary to prepare and submit Qualifications for consideration and ranking by the Owner.

1.2 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form of the Owner’s Agreement with Architect, a copy of which is attached to this RFQ.

1.3 **CLARIFICATIONS AND INTERPRETATIONS:**

1.3.1 Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the Smith County 911 website (<https://911district.com>). It is the responsibility of all respondents to obtain this information in a timely manner.

1.3.2 Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda not less than 5 days prior to the submittal deadline. All such addenda shall be considered to be a part of the RFQ and shall be integrated into the Respondents’ Qualifications.

1.3.3 Interpretations or clarifications in any other form, including oral statements, will not be binding upon the Owner and should not be relied upon in preparing Qualifications.

1.4 **SUBMISSION OF QUALIFICATIONS**

1.4.1 **DEADLINE AND LOCATION:** The Owner will receive Qualifications up until the time and location described below.

Friday, November 16, 2016 at 5:00 PM Central Time Zone

William V. (“Bill”) Morales
District Director
1001 ESE Loop 323, Suite #410
Tyler, Texas 75701
903-566-8911
RFQ-Architect@911district.com

1.4.2 **Submit RFQ document in Microsoft Word electronic format (e-mail) to the e-mail address referenced above.** If submission in electronic format creates undue discomfort

for any respondent, respondent may elect to submit its RFQ documentation in hardcopy to the address referenced above. Respondents who elect to submit by hardcopy must send eight complete copies.

- 1.4.3 Qualifications received after the deadline will not be considered. Respondents will be notified by e-mail that their submission was tardy and does not qualify for consideration. Hardcopy respondents may retrieve their tardy submissions from the District office within ten days of notification. Tardy hardcopy submissions that are not claimed within ten days shall be destroyed. Tardy e-mail submissions will be deleted.
- 1.4.4 The Owner will not acknowledge or receive Qualifications that are delivered by telephone or facsimile (fax).
- 1.4.5 Properly submitted Qualifications will not be returned to respondents.
- 1.4.6 If submitted electronically, Qualifications must be e-mail addressed to the Point-of-Contact person and must include the name and return e-mail address of the respondent.
- 1.4.7 Properly submitted Qualifications will be presented publicly and the names of the respondents will be read aloud.

1.5 POINT-OF-CONTACT: The Owner designates the following person as its representative and Point-of-Contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point-of-Contact person.

William V. (“Bill”) Morales, District Director
1001 ESE Loop 323, Suite #410
Tyler, Texas 75701
90-566-8911
RFQ-Architect@911district.com

1.6 EVALUATION OF QUALIFICATIONS: The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and up to the top five will be ranked by the Owner.

1.7 OWNER’S RESERVATION OF RIGHTS: The Owner may evaluate the Qualifications based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ.

1.8 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its Qualifications in response to this RFQ, respondent accepts the evaluation process and acknowledges and accepts that the determination of the best value will require subjective judgments by the Owner and may, in fact, result in judgments and selections about which reasonable people may disagree.

1.9 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFQ process shall be at the sole risk and responsibility of the respondent. Respondents submit Qualifications and Proposals at their own risk and expense.

1.10 PREVAILING WAGE RATE DETERMINATION: Respondents are advised that compliance with the Texas Prevailing Wage Law shall be enforced for all non-exempt workers.

SECTION 2 – ADMINISTRATION BUILDING PROJECT - EXECUTIVE SUMMARY

2.1 PROJECT DESCRIPTION, SCOPE AND BUDGET

This project requires modification and expansion of an existing one story, 3,850 square foot building to approximately 5,500 square feet to provide for office space, record storage, and an area suitable for the installation of electronic communications equipment. HVAC and plumbing must be addressed and reconfigured according to the resultant partitioning. The exterior of the building lacks curb appeal and requires a cosmetic facelift.

The project will require drawings of the proposed remediation adequate to formulate cost-projections. The Owner will retain final authority for determining the extent of the facility remediation to be performed based on functionality requirements and implicated costs.

The proposed budget for the project is approximately \$1,000,000.00. This budget must include all fees paid to the Architectural firm and the Contractor as well as all costs specific to the remediation, e.g., the design and drawing phases as well as all permitting and construction costs – labor, materials and clean-up – and wall, floor and ceiling finishes, all contemplated furniture and fixtures. Outside treatments including landscaping and parking lot enhancements are also included.

2.2 ARCHITECT SELECTION PROCESS TIMETABLE

Submit Public Announcement to Newspaper	Tuesday, October 16, 2018
Post Request for Qualifications on Website	Tuesday, October 16, 2018
Newspaper notice in Tyler Morning Telegraph	Friday, October 19, 2018
RFQ Submission Deadline	Friday, November 16, 2018
Public Announcement of Respondent Names	Wednesday, November 21, 2018
Distribute RFQ Documents to Selection Committee	Wednesday, November 21, 2018
RFQ Review and Selection of Top Candidates	Wednesday, November 28, 2018
Interview of Top Candidates	Monday, December 3, 2018
Rank Order of Top Candidates	Tuesday, December 4, 2018
Negotiate Agreement	Monday, December 17, 2018

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete statement of Qualifications to all questions in Section 3 formatted as directed in Section 4.

3.1 CRITERIA ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE THE PROJECT

3.1.1 Provide a statement of interest for the Project including a narrative describing the respondent's unique qualifications as they pertain to this particular Project.

3.1.2 Provide a statement on the availability and commitment of the respondent, its principals, and assigned professionals to undertake the Project.

3.2 CRITERIA TWO: RESPONDENT'S ABILITY TO PROVIDE ARCHITECTURAL SERVICES

3.2.1 Provide the following information on your firm for the past **three** years:

Volume

- Annual number, dollar value, and percent change of contracts in Texas per year;
- Annual number, dollar value and percent change of contracts nationally per year;

Revenues

- Annual revenue totals and percent change per year;

3.2.2 Identify whether your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, please explain the contemplated impact both in organization and company direction.

3.2.3 Provide details of any past or pending litigation, or claims filed, against your firm.

3.2.4 Identify whether your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify dates, details, circumstances, and prospects for resolution.

3.2.5 Does any relationship exist between your firm and any employee or officer of the Owner? If so, please explain.

3.3 CRITERIA THREE: QUALIFICATIONS OF SUPERVISORY TEAM

3.3.1 Describe your management philosophy for supervising the Contractor.

3.3.2 Provide resumes of the team that will be directly involved in the Project, including their experience with similar projects, the number of years with the firm, and their cities of residence.

3.3.3 Describe, in graphic and written form, the proposed Project assignments and lines of authority and communication for each team member to be directly involved in the Project.

3.3.4 Identify the proposed team members (including consultants) who worked on the Projects listed in Sections 3.4 of this RFQ and describe their responsibility in those projects compared to this project.

- 3.3.5 Identify any consultants that are included as part of the proposed team, their role, and their related experience for this Project. List projects for which the consultants have worked with the respondent.

3.4 CRITERIA FOUR: RESPONDENT'S PAST PERFORMANCE ON SIMILAR PROJECTS

- 3.4.1 Identify and describe the proposed Team's experience for providing services that are MOST RELATED TO THIS PROJECT within the last five years. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location, contract delivery method, and description
- Color images (photographic or machine reproductions)
- Final construction cost
- Final project size in gross square feet
- Type of construction (new, renovation, or expansion)
- Name of Project Manager (individual responsible to the Owner for the overall success of the project)
- Name of Project Superintendent (individual responsible for coordinating the day to day work)
- References (for each project listed above, identify the following):
 - The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number
 - Contractor's name and representative who served as the day-to-day liaison during the construction phase of the project, including telephone number
 - References shall be considered relevant based on specific project participation and experience with the Respondent. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ/RFP process.

3.5 CRITERIA FIVE: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS

- 3.5.1 Describe your cost estimating methods. From any of three projects listed in response to Sections 3.4 of this RFQ, describe how the estimates were developed, how often they were updated, and the degree of accuracy achieved.
- 3.5.2 Describe your cost control methods during construction. From any three projects listed in response to Sections 3.4 of this RFQ, provide examples of how these techniques were used and the degree of accuracy achieved.
- 3.5.3 Describe your methodology for working with the Contractor and their consultants to maintain the estimated price throughout the design and construction process.

3.6 CRITERIA SIX: RESPONDENT'S ABILITY TO MEET SCHEDULES

- 3.6.1 Describe how you will develop, maintain, and update the project schedule during design and construction.
- 3.6.2 Describe your approach to assuring timely completion of this project, including methods for schedule recovery, if necessary. From any three of the projects listed in response to Sections 3.4 of this RFQ, provide examples of how these techniques were used, including specific scheduling challenges or requirements and actual solutions.
- 3.6.3 Describe how you develop and maintain work schedules during design and construction to coordinate with the Owner's project schedule. From any three projects listed in response to Sections 3.4 of this RFQ, provide examples of how these techniques were used.

3.7 CRITERIA SEVEN: RESPONDENT'S KNOWLEDGE OF CURRENT CONSTRUCTION METHODOLOGIES, TECHNOLOGIES, AND BEST PRACTICES

- 3.7.1 Describe your quality assurance program. Explain the methods used to ensure quality control during the Construction phase of a project. Provide specific examples of how these techniques or procedures were used from any three projects listed in response to Section 3.4 of this RFQ.
- 3.7.2 Describe your procedures for implementing industry's "best practices" as defined by the Construction Industry Institute and similar organizations for:
 - Establishing and tracking project objectives
 - Using project scope definition resources, i.e., *Project Definitions Rating Index* (PDRI) in order to provide complete and accurate design and construction documents
 - Partnering
 - Cost tracking
 - Change order management systems
 - Total quality management for each phase, including close-out and commissioning
- 3.7.3 Describe your methodology for advertising, evaluating and selecting trade contractors.

3.8 CRITERIA EIGHT: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS

- 3.8.1 Describe your understanding of the administrative challenges and opportunities associated with providing Pre-construction and Construction services for Smith County 911 Communications District on this project, and your strategy for resolving these issues.
- 3.8.2 For any combination of three projects listed in response to Sections 3.4 of this RFQ, describe any conflicts with the Owner, Consultants, the Contractor, or subcontractors and describe the methods used by the Respondent to resolve those conflicts.
- 3.8.3 Provide examples of Pre-construction services that creatively incorporated mechanical, electrical, and plumbing solutions in similar structures.

3.9 CRITERIA NINE: EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- 3.9.1 By submission of this RFQ, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for Qualifications and is not a contract or an offer to contract; (2) the submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFQ.
- 3.9.2 By submission of this RFQ, Respondent offers and agrees to furnish to the Owner the products and services more particularly described in its Qualifications, and to comply with all terms, conditions, and requirements set forth in the RFQ documents and contained herein.
- 3.9.3 By submission of this RFQ, Respondent affirms that he has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Qualifications.
- 3.9.4 By submission of this RFQ, a corporate Respondent certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171, Texas Tax Code, or that the corporate Respondent is exempt from the payment of such taxes, or that the corporate Respondent is an out-of-state corporation that is not subject to the Texas Franchise Tax, whichever is applicable.
- 3.9.5 By submission of this RFQ, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Owner represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, codified in Section 15.01, et. seq., Texas Business and Commerce Code, or the Federal anti-trust laws, nor communicated directly or indirectly the Qualifications made to any competitor or any other person engaged in such line of business.
- 3.9.6 By submission of this RFQ, Respondent represents and warrants that:

- 3.9.6.1 Respondent is a reputable company regularly engaged in providing products and services necessary to meet the terms, conditions, and requirements of the RFQ;
- 3.9.6.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions, and requirements of the RFQ;
- 3.9.6.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances;
- 3.9.6.4 Respondent understands: (i) the requirements and specifications set forth in this RFQ and (ii) the terms and conditions set forth in the Contract under which Respondent will be required to operate;
- 3.9.6.5 Respondent, if selected by the Owner, will maintain insurance as required by the Contract;
- 3.9.6.6 All statements, information and representations prepared and submitted in response to this RFQ are current, complete, true, and accurate. Respondent acknowledges that the Owner will rely on such statements, information, and representations in selecting the successful Respondent. If selected by the Owner as the successful Respondent, Respondent will notify the Owner immediately of any material change in any matters with regard to which Respondent has made a statement or representation or provided information.
- 3.9.7 By submission of this RFQ, Respondent certifies that no relationship, whether by relative, business associate, capital funding agreement, or by any other such kinship exist between Respondent and any employee or Director of Smith County 911 Emergency Communications District within the immediate 12 months prior to this RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Respondent.
- 3.9.8 By submission of this RFQ, Respondent signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 3.9.9 By submission of this RFQ, Respondent agrees to defend, indemnify, and hold harmless Smith County 911 Emergency Communications District, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of Respondent's Qualifications.
- 3.9.10 Execution of Offer:

The Respondent must complete and return this Execution of Offer as part of their submittal response. The Respondent's company officials who are authorized to commit to such a submittal must be noted below. It is important to complete and return this form.

Respondent's Name: _____

Respondent's State of Texas Tax Account No.: _____
(This 11 digit number is mandatory)

If a Corporation:

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

Identify each person who owns at least 25% of the Respondent's business entity by name:

(Name)

(Name)

(Name)

(Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

(Date)

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Qualifications should be approximately 50 PAGES OR LESS. Respondents are encouraged to be as brief as completeness and clarity requirements allow. The cover, table of contents, and divider sheets do not count as pages.

- 4.1.3 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Failure to be complete without a compelling justification may elicit a negative perception from the Owner.
 - 4.1.4 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.
 - 4.1.5 Qualifications that are limited by conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind may elicit a negative perception from the Owner.
 - 4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFP. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item or requirement from this RFQ when deemed to be in Owner's best interest.
 - 4.1.7 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is important to repeat the question (with the correct question number) in the Qualifications.
 - 4.1.8 Failure to comply with all requirements contained in this Request for Qualifications may elicit a negative perception from the Owner.
- 4.2 ELECTRONIC FORMAT IN MICROSOFT WORD
- 4.2.1 Documents should be created in Microsoft Word using standard letter-size (8-1/2" x 11") format.
 - 4.2.2 Additional attachments should be created as separate documents rather than being included with the Qualifications. Only the responses provided by the candidate to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
- 4.3. TABLE OF CONTENTS
- 4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
- 4.4 PAGINATION
- 4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).